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You and Your Job

1. Civil service assembly of the United States and Canada. Public relations of public personnel agencies...by a committee on public relations of public personnel agencies. William E. Mosher, Chairman. Chicago, 1941. 359p. (249.3 C492P)
A contribution of more than 60 outstanding personnel officials, administrators, research workers and others. Part 1: The publics of the personnel agency. Part 2: Public relations media.
2. Faunce, F. A. Secretarial efficiency. N. Y., McGraw-Hill, 1939. 60lp. (249.3 F27)
"...has been written for successful secretaries who strive to attain perfection; for thoroughly experienced secretaries who wish to check their procedures against a high standard of efficiency; for the many assistant secretaries, personal stenographers and other office workers whose coveted goal is to reach this higher level of office employment."--Introd.
3. Frailey, L. E. Smooth sailing letters. N. Y., Prentice-Hall, 1938. 432p. (200.3 F84)
An amusing and instructive book designed to take the stuffiness and unnecessary formality out of business correspondence.
4. Henry, W. H. F., and Socley, Levi. How to organize and conduct a meeting. Rev. ed. N. Y., Barnes and Noble, c1938. 133p. (274 H392)
A compact book on parliamentary law, with forms for resolutions and reports, and speeches for various occasions.
5. Jenkins, J. G. Psychology in business and industry; an introduction to psychotechnology. N. Y., Wiley, 1935. 388p. (140 J41)
Although directed to problems in industry, these principles are applicable to workers in public administration.
6. Meriam, Lewis. Public service and special training; four public lectures delivered at the University of Chicago, April, 1936. Chicago, University of Chicago press, [c1936] 83p. (275 M54)
"A sound and liberal consideration of the problems of federal service. Includes an illuminating discussion of filing and its problems and the values of library service."
7. Toad, Ordway. The art of leadership. N. Y., Whittlesey house, McGraw-Hill, [c1935] 308p. (249.3 T222A)
"The purpose of this book is to set forth the meaning and methods of leadership as contrasted with the concept and methods of command which have so long prevailed in organized human affairs."--Preface.

(You and Your Job, continued)

8. Tucker, S. M. Public speaking for technical men. N. Y., McGraw-Hill, 1939. 397p. (145.2 T79)
Based on a series of talks on the subject before the American Society of Mechanical Engineers, and is written from an extremely practical viewpoint, with a minimum of theory.
9. White, L. D. Government career service. Chicago, University of Chicago press, [c1935]. 99p. (283 W583)
"The proposal contained in these lectures for a career in the higher branches of administration is formulated in detail. The details are relatively unimportant except as they furnish the basis for discussion and the suggestion of improvement."
10. Wright, Milton. Managing yourself. N. Y., McGraw-Hill, c1938. 319p. (140 W93M)
Suggestions for improving personal ability such as how to concentrate, strengthening your memory, organizing yourself, how to think straight, managing other people, and getting things done.

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Forest Service, School of Philosophy, Oct. 1-8, 1941, Compiled by Mrs. Mildred B. Williams, Coordinator of field library services. - Information from Division of reading and reference services, library, Jan. 12, 1943.